



Crown  
Commercial  
Service  
*Supplier*

RM6002

**Permanent Recruitment Solutions**

Produced by Element Recruitment



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## About Element Recruitment

Element Recruitment is a specialist Finance & Accountancy, Business Administration, HR and Architecture recruitment consultancy. Element offers permanent, interim, temporary and contract staffing solutions, working with our clients to understand their immediate and long-term business needs. We have a wide range of experience in delivering successful partnerships in challenging and complex work environments, both public and private sector alike.

Here at Element, we are changing recruitment for the better. Our aim is to continue being the recruiters everyone wants to work with. This means putting the personalised feel back into the recruitment industry and doing our very best by everyone we connect with.

Work with us, and you'll soon see the difference our people-focus makes to your recruitment experience.

### What Makes Element Unique?

- We combine the personal service experience and feel of a boutique recruitment firm
- We provide a customised search; we know that each project is different, and that all of our clients will have different requirements and so each search is tailored to our clients' needs
- Our existing network of contacts, our long-term relationships and our exceptional reputation in the marketplace allow us to present exceptional professionals to our clients
- We use a proven method that is backed by success, our reputation and our client's and candidate's testimonials

Our service provides candidates with the skills and experiences to meet our client's hiring needs. We provide consultative advice on the hiring and interview process, recommend interview techniques and give the client insight into the current state of the recruitment market for the demographic of candidates they're seeking. We connect our clients with our extensive network of candidates and proactively seek out new talent to introduce them to.

Through our proactive approach to seeking out new talent, clients meet with currently passive candidates who are not yet actively looking in the market but open to hearing about new opportunities. We do this by asking for referrals, headhunting, advertising and networking events. We meet all our candidates face to face before they meet our clients to ensure they meet the soft skill set requirement and visit all clients at their premises to gain a full insight into their business needs.

With our Head Office based in the Bristol City Centre, we are located in the heart of the South West and easily accessible by road, bus or train. Our values of delivering a personal, ethical and successful service give us an advantage over the competition in the market. Our team of recruiters are sector specialists, focusing on a prescriptive region and sector. Our newly developed SWAG (Swindon, Wiltshire and Gloucester) region is managed by an experienced recruiter who is local to the area with an exceptional network and knows the location and local businesses well.

Our efficient applicant tracking system enables our candidates to take control of their details, keep them up to date and expedite the delivery of their details to our clients.

## Meeting Compliance Standards & Ensuring Quality Candidates

All candidates wishing to register with Element go through a strict compliance process ensuring that we can provide our clients with a shortlist of high-quality candidates that also meet required compliance standards.

As standard, all candidates provide:

- Completed and signed registration form
- Accept our Privacy Policy & Candidate Agreement meeting current GDPR requirements
- Provide valid right to work documentation
- Details and certificates of relevant qualifications
- Contact details for their most recent work references

As an agency, we then:

- Take and confirm work references (the most recent reference is not taken until a candidate is successfully placed and with their permission)
- Verify relevant qualifications directly with the education body
- Where requested, carry out required security checks e.g. DBS, Disclosure of Scotland

This is all stored on our secure CRM where candidates have access to their profile and the right to request to be forgotten. We can share this information directly with our clients if requested, however only once a candidate has provided us with their permission to do so.

## Our Locations

With our Head Office being based in the heart of the Bristol City Centre, we have a substantial client and candidate network in the South West. With a newly opened office in Gloucester as of May 2019, our presence in the market continues to grow and develop. We predominately work within the below locations but are by no means restricted to these areas:

Bath	Gloucestershire	The Cotswolds
Bristol	Herefordshire	The M4 Corridor
Cornwall	Somerset	Wiltshire
Devon	South Wales	Worcestershire

The below table shows the RM6002 framework lots that Element are currently approved to supply permanent workers through:

RM6002 Permanent Recruitment: Approved Supplier	
Lot 1	General Recruitment: Administrative and Operational roles
Lot 4	General Recruitment: Finance
Lot 7	Executive Search: Senior and Executive

To find out more about Element's services, please contact [crowncommercial@element-recruitment.co.uk](mailto:crowncommercial@element-recruitment.co.uk) or call Steph Jenkins on 0117 244 6981

## Lot 1: General Recruitment: Administrative and Operational Roles

With extensive experience working within both the Public & Private Sector and led by experienced Director Steph Jenkins, Element’s Administration & Business Support team are readily available and fully prepared to assist with your recruitment needs.

### Job Families

The Administration & Business Support team recruit for a wide range of roles, including but not limited to:

Administrator	HR Administrator	Paraplanner
Business Support Administrator	HR Assistant	Project Coordinator
Customer Service Advisor	Legal Secretary	Project Manager
Data Entry Clerk	Logistics Manager	Project Support Officer
Executive Assistant	Marketing and Communications	Receptionist
Facilities Manager	Medical Secretary	Sales Support
Head of Business Services	Office Manager	Team Administrator
Health & Safety Officer	Operations Manager	Waiting List Coordinator
Help Desk / 1 <sup>st</sup> Line Support	Personal Assistant	

### Additional Services

The core of Element’s business is traditional recruitment; however, we also offer additional consultative services including:

CV writing | job applications | LinkedIn profiles | salary and benefits | interview techniques  
 event sponsorship and hosting | out placement service: assisting staff going through a redundancy process

### Element: More than just recruitment

As a Bristol based company, we’re passionate about helping out in the community and sharing our experience and knowledge. Over the past 2 years, we’ve attended numerous career fairs in the South West for various age groups and provided advice and guidance on CV writing, the job application process and interview tips. We’ve also attended schools in the South West assisting with their ‘Mock Interview’ days, sharing our experience and helping prepare these students for their first interviews.

## Case Study

Element Recruitment has worked with Office for Students (previously known as the Higher Education Funding Council of England) for many years. Every November, they carry out a project that involves a high volume of responses being submitted from Universities around the UK. Element supports this project each year by supplying 4-6 temporary staff members for a 3-month period.



Due to the numerate and complex nature of the information being submitted to OfS, they require candidates who are highly skilled in analytical work, who can quickly understand the complexities of the returns and draw conclusions, as well as write up their results in a clear and concise manner. Our workers are required to work as part of the Data Verification team and work under minimal supervision.

On one of the most recent projects we participated in, we provided a shortlist of CV's for the line manager within a week of being notified of these positions. The following week we arranged interviews and 4 candidates were then appointed as a result.

Element carried out a rigorous compliance procedure to ensure that all the candidates were fully registered, had proof of eligibility to work in the UK, had 2 employment references and a clear DBS check - all of which were completed in advance of the candidates' start date.

All of the candidates completed the work to a high level and were invited to join the team of temps the following year. Two candidates were also offered positions in other areas of the business due to the quality of work they produced, and we have a high conversion rate whereby temporary and fixed term workers become permanent members of the OfS team.

### What They Say:

Steph is helpful, friendly and knows my requirements in regard to the quality of worker that I am happy with. I have dealt with recruitment agencies for many years and my opinion is simple: it's not about the agency, it's about the consultant that you deal with. A great consultant will get you great quality staff and Steph is a great consultant.

“A great consultant will get you great quality staff”

## Primary Contact Details



**Steph Jenkins**

**Director**

T: 0117 244 6981

E: [steph@element-recruitment.co.uk](mailto:steph@element-recruitment.co.uk)

## Lot 4: General Recruitment: Finance

Lead by experienced Director Steve Colegate, the Element Finance & Accountancy team work within their own subgroups of Finance to better recruit within this specialism across all industries. These subgroups are:

- Accounting Operations
- Qualified and Senior Level Roles

As a client, you'll benefit from their combined wealth of knowledge and experience, enabling you to experience a smooth hiring process and for them to find you the perfect hire.

### Job Families

The Finance & Accountancy team recruit for a wide range of roles, including but not limited to:

Accountant	Commercial Accountant	Head of FP&A
Accounts Administrator	Commercial Finance Manager	Head of Treasury
Accounts Payable	Compliance Manager	Management Accountant
Analyst	Cost Accountant	Payroll
Assistant Accountant	Credit Controller	Purchase Ledger Clerk
Audit Director	Credit Manager	Purchase Ledger Manager
Audit Manager	Finance Administrator	Sales Ledger Clerk
Auditor	Financial Controller	Systems Accountant
Bookkeeper	Finance Director	Tax Manager
Business Analyst	Finance Manager	Treasurer

### Additional Services

#### Element's Out Placement Service: A Story of Success

Recently, Element Recruitment visited Essilor in Bristol who are moving their shared service finance department abroad in January 2019; as a result, the team (which is approximately made up of 20 staff) are being made redundant.

What is unique about this team is that, due to them having worked together for a large number of years and being out of touch of the current job market, they required advice on CV writing, interview technique and how to look for work in the market.

We sent 2 of our experienced consultants to visit the business over the course of a day to offer the team an out-placement service whereby we covered all of these above-mentioned areas. As a happy result, we managed to help a number of talented individuals from this team find gainful employment.

## Case Study

Element Recruitment have worked with Mitie Group PLC for a number of years. This year, the business outsourced their Purchase Ledger and Credit Control departments to Genpact, India.

As a result of this, Element were approached by Mitie on a sole agency basis to assist with a significantly sized project for their Credit team and Cash department. Mitie decided to repatriate the Cash department back to the UK from India on a permanent basis and Element has recruited an entirely new Cash team for the business within Bristol.



Within the Credit department, we have assisted in building a contract team to help drive down the aged debt for the company's yearend whilst they train up the new Credit department they're building in India.

We were able to manage this high-volume task with the client by booking 'in recruitment days', and we have supported them throughout the onboarding process by ensuring all candidates are fully compliant, references and cleared to start.

### What They Say:

I find that the level of service I have received from Element Recruitment has been excellent.

I find the feedback from Sejal and Element has been quick and thorough, and I have found that they understand the type of candidate we are looking for. Element are quick at providing feedback from candidates and I found the whole recruitment process works very smoothly and communication flows between us and the agency.

I am happy to continue working with Element in the future, with them continuing to provide us with excellent services and high calibre candidates in order for us to succeed as a company.

“the whole recruitment process works very smoothly and communication flows between us and the agency”

## Primary Contact Details



**Steve Colegate**

Director

T: 0117 369 9000

E: [steve@element-recruitment.co.uk](mailto:steve@element-recruitment.co.uk)



## Lot 7: Executive Search: Senior and Executive

Element Search consultants have over 20 years of dedicated experience and expertise in retained assignments for Senior Executives. We have worked with FTSE 100, FTSE 250, Public Sector and smaller entrepreneurial businesses to deliver the leaders of today and tomorrow.

We adopt a traditional search model of market mapping and research, resulting in a targeted approach of specific candidates with a full brief, understanding and outline of the specific opportunity.

We are also 'early adopters' of new resourcing technology, including a recent major technical investment in a video interview platform which has greatly enhanced our capability over our search competitors, for efficiency and research coverage. This allows a greater penetration of the talent market, enabling us to produce larger source sets for consideration, a larger long-list pool of candidates, and ultimately following face2face consultant interviews (and where required testing) a stronger and more defined short-list for presentation to the client.

Our 'fill-rates' on retained search is in excess of 90%. We also have enviable success rates for candidates to still be employed in the new client after 12 months.

### Job Families

The Element Search team recruit for a wide range of roles, including but not limited to:

C-Suite	Executive Manager	Project Manager
Contoller	Head of	Senior Manager
Director	Programme Manager	

### Case Study

Following a groupwide restructure of the support central services function, Steve Colegate and the search team were asked to provide search assistance for a new leadership team for Mitie Plc's Global Shared Services finance group (FSSC).

Whilst most of the junior transactional finance team were 'off-shored' to India through a partnership programme with Genpack, a key senior leadership team was created in the UK.



The Element team was able to work closely with the Global Director of Shared Services, and resource under very tight timescales dedicated Financial Shared Service candidates. We successfully secured the placements of 'Global R2R Process Owner' and 'Global O2C Process Owner'. We also supported MITIE during this challenging period with interim management support to enable a smooth transition. Their skillsets were very niche and heavily in demand within the UK market and our extensive approach, researching and extensive personal networks secured exceptionally skilled individuals. Steve has also personally supported MITIE over

the years with successful campaigns for a number of Divisional Finance Directors, a Group Financial Controller, Head of Tax, and a Head of Audit / Risk.

MITIE is a very complex organisation, operating in a highly competitive commercial environment, with high demands on its suppliers to operate effectively and often quickly. We have partnered exceptionally well and have become a highly valued recruitment partner through understanding, service and ultimately quality candidates.

**What They Say:**

Working with Steve, I felt a great sense of expertise and professionalism and I was absolutely confident that he would deliver the right result. Steve found and secured the ideal person for our organisation in a small niche market of candidates.

“I felt a great sense of expertise and professionalism”

Primary Contact Details



**Steve Colegate**

Director

T: 0117 369 9000

E: [steve@element-recruitment.co.uk](mailto:steve@element-recruitment.co.uk)

## Client Testimonials

*Steve Colegate (Director) and Tora Atkinson have been responsible for placing the majority of the European Finance leadership team for Kohler EMEA. We implemented a European Shared Service Centre in Gloucestershire responsible for in excess of £1bn revenues. Our European FD was placed by Steve and has since used both Steve and Tora to recruit their finance team. This has included AR, AP, Credit Analysts, Credit Controllers, Credit Manager, European FC, French Accounting Controller etc.*

*The majority of these placements have been made with language requirements (French, German, Spanish and Italian). Element closely managed the recruitment process, including relocation of European nationals.*

**EMEA Financial Director, Electrical / Electronic Manufacturing**

*Steph was pro-active in approaching us and took time to understand our company's needs. She keeps admin to a minimum, works around us when we are busy and most importantly consistently delivers top quality.*

**Government Administration**

*Element has a feel about it – smaller, focused on the clients and the people they work with. Dan was continually in contact with me, with progress and helping move the interviews along in a timely manner. I like the fact there is one point of contact and you build rapport with them over time. Dan always knows what's going on at DAS, which means we can quickly pick up where we left off when I need to hire. The key thing is Dan finds high calibre people – quickly.*

**Head of FP&A, Legal Services**

*Steph is skilled when highlighting a candidate's suitability for a role and has repeatedly outperformed her competitors. She is swift to respond but takes the time necessary to understand our company culture and candidate specification. She is a pleasure to deal with and we value the relationship she has built with our organisation.*

**Legal Services**

*Steve is personable but direct. He seems to be able to identify and deal with issues clearly and concisely and tells it like it is, a trait which differentiates him from many of his peers I have dealt with. Steve looks to build strong relationships over time rather than just trying to make a quick buck in the short term.*

**Commercial Director, Information Technology and Services**

*Tora took the time to really listen and understand how the newest addition to our team would fit with the team. She asked lots of questions, wanting to understand the interview process and business. It had a personal touch and I didn't feel that CV's were just chucked at me. Tora followed up at the end of the candidate's induction week and you don't always get this. It's good to know it's not just about a bum on the seat.*

**Head of Commercial Finance, Veterinary**

*Steve always provides a pragmatic approach to recruitment, delivers high quality candidates and provides a professional "no nonsense" approach to recruiting needs. I highly value Steve's expertise in the market and would recommend him.*

**Head of Finance, Aviation & Aerospace**